

HOW TO SUPPLY FILES FOR PRINT

The Gatehouse Design and Print Consultancy
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Please supply all files to us as Press Quality PDFs generated from InDesign software if possible.
(This PDF option is found in 'file' menu - Adobe PDF Presets).

InDesign Instructions

- Document set up - found in 'file' menu. Choose Page Size as required and if you plan to have images/graphics bleeding off the edge please put 3mm in each of the bleed boxes. When laying out the actual pages anything that bleeds off should go right to the bleed line - this will be trimmed off on the finished job.

If your whole document does not have any bleeds (white margins on all sides of all the pages) you do not need to use 'Bleed' and 'Crop Marks'.

- Export as Press Quality PDF. You will be asked to 'Save' the PDF file and will then get the option of 'Marks and Bleeds'. Please tick the 'Crop Marks' and 'Use Document Bleed Settings'.
- Export as single pages - NOT SPREADS.

OTHER POINTS TO CHECK

- Black text is 100% black ONLY
- Crop marks and document bleed settings have been included (3mm standard)
- The document is the correct size
- You have checked for spelling errors
- There is sufficient margins (especially if glue/perfect binding)
- Pages run in correct order
- All scans/images are high resolution (300 dots per inch - dpi)
- If page numbers are on the document please ensure they are at least 8mm from any edge of the page

If, for any reason, you must use Microsoft Word to create your work then you will only have the option to 'Save As' PDF where you will not get the option of crop marks.

If you create your artwork in Photoshop you should make the image size 6mm bigger than what you need but bear in mind 3mm from each edge will be trimmed off so make sure no text is too near the edge. You can only 'Save As' Photoshop PDF, again with no option for cropmarks.

Please Note: Colours seen on-screen may differ slightly when printed.

PLEASE GET IN TOUCH IF YOU HAVE ANY QUESTIONS/QUERIES

email

orderform@rgu.ac.uk